Washington State Department of
Information Services

Pre-Response Conference
RFQQ No. T11-RFQQ-017
Information Technology Professional Services Annual Refresh

March 1, 2011

Agenda

- **Welcome & Introductions**

- **ITPS Program Overview – Scope & Object**

- **ITPS Program Usage -Jolena Missildine, OLS**

- **RFQQ Vendor Response Format - Michael Callahan, RFQQ Coordinator**

- **Evaluation Overview – Michael Callahan**

- **Questions - All**

- **The Path Ahead – Michael Callahan**

- **Adjourn**

ITPS Program Overview – Scope & Object

To implement the statewide vendor pool for ITPS by competitively selecting high quality IT services vendors to enter into Master Contracts with DIS for use by all Purchasers. The contracting program is made available to purchasers on a convenience or as-needed basis under a streamlined, second tier, competitive selection process. Primary focus areas: Quality, Ease of use, Wide selection of vendors.

Primary Goals:

1. Understand the current specification needs across all major Purchasers
- Identify & develop a standard list of technical service category descriptions

2. Understand the procurement processes employed by major Purchasers
- Identify & develop a "Best Practice Ordering Matrix" to facilitate uniformity and transparency in the ordering process for both purchasers and vendors

3. Understand current policies & processes that impact the Purchasers' opportunity to maximize return on investment
- Identify & develop improvements to current statewide policies and processes

4. Encourage an enterprise approach to increase participation of eligible Purchasers

ITPS Program Usage by Category

CATEGORIES	# of Work Orders	Total Work Order Amount
PERSONAL SERVICES		
Skill Category 1 – IT Funding Request, Financial Analysis	8	$728,015.40
Skill Category 2 – IT Business Analysis	46	$7,314,163.40
Skill Category 3 – External IT Quality Assurance (QA) and Independent Verification & Validation (IV&V)	23	$4,290,611.00
Skill Category 4 – IT Project Management	41	$7,252,016.50
Skill Category 5 – Technology Architecture Planning & Development	22	$2,225,324.70
Skill Category 6 – Security Analysis	13	$1,642,775.00
Skill Category 7 – Enterprise Content Management	11	$1,278,457.00
Skill Category 8 – Contingency & Disaster Recovery Planning	2	$81,145.00
Skill Category 9 – Systems Analysis	11	$2,220,142.81
PURCHASED SERVICES		
Skill Category 10 – Network & System Administration	15	$1,303,505.00
Skill Category 11 – Software Quality Assurance & Testing	6	$539,400.00
Skill Category 12 – Desktop Applications Development and Training	17	$881,830.00
Skill Category 13 – Geographic Information Systems Application Development	10	$1,512,139.67
Skill Category 14 – Workstation Installation & Support	7	$715,055.00
Skill Category 15 – Client Server, Web & N-Tier Application Development	185	$31,401,882.69
Skill Category 16 – General Mainframe Development	34	$7,485,220.70
Skill Category 17 – General Database Administrator / Database Developer / Data Analyst	41	$4,224,499.70
Totals	492	$75,096,183.57

* Work Orders can be awarded in more than one category

ITPS Program Usage- (continued)

Work Order Amounts	Number of Work Orders
0-$99,999	213
$100,000-$249,999	127
$250000-$499,999	53
$500000+	26

Top 5 Customers	Number of Work Orders
Commerce	26
Superintendent of Public Instruction	28
Employment Security Department	29
Department of Licensing	40
Department of Labor and Industries	49

RFQQ Vendor Response Format

A responsive Vendor Response will meet all of the following criteria:

- Response is received no later than the Response Due Date and Time (reference Section 2, *Schedule*)
- Response includes a properly constituted Letter of Submittal (reference Subsection 4.1, *(M) Letter of Submittal*)
- Response includes a signed Certifications and Assurances (reference Appendix A, *Certifications* and Assurances)
- Response includes a complete Vendor Profile (reference Subsection 4.2, (M) Vendor Profile and Appendix G)
- Response includes a response to Vendor Management Qualifications (reference Subsection 5.1, (MS) Vendor Management Qualifications)
- Response includes two signed Vendor Client References (reference Subsection 5.2, (MS) Vendor Client References and Appendix F)
- Response includes a response to Vendor Technical Project Experience for each Technical Service Category in which the Vendor is responding (reference Subsection 5.4.1, (MS) Vendor Technical Project Experience)
- Response includes a résumé for each Technical Service Category in which the Vendor is responding (reference Subsection 5.4.2, (MS) Résumé)
- Response includes a Price Quotation for **each** Experience Level that the Vendor is proposing within each Technical Service Category in which the Vendor is responding (reference Subsection 6.4, *(MS) Price Quotation* and *Appendix D*)

Evaluation Overview

- **Management (300 points / 30%)**
  - Vendor Management Qualifications (Subsection 5.1)
  - Vendor Client References (Subsection 5.2)

- **Technical (500 points / 50%)**
  - Vendor Technical Project Experience - 300 points (Subsection 5.4.1)
  - Résumé - 200 points (Subsection 5.4.2)

- **Price (200 points / 20%)**
  - **Price Quotation** (Subsection 6.4)

- **Total Possible Points = 1,000 points (≥ 750 = ASV)**

Evaluation Sample

- A = The Vendor's Universal Management Score

- B = The Vendor's Technical Score for that Technical Service Category

- C = The Vendor's Price Score for that Technical Service Category – Experience Level. "P-EX" denotes the Price Score for the Expert Experience Level, "P-SR" denotes the Price Score for the Senior Experience Level, etc.

- D = The Vendor's Total Score for that Technical Service Category – Experience Level combination (A + B + C = D). "1EX" denotes the Total Score for the Vendor's Technical Service Category – Expert Experience Level, "1SR" denotes the Total Score for the Vendor's Technical Service Category – Senior Experience Level, etc.

Evaluation Sample (continued)

A	Management			
B	Technical – Category 1			
C	P-EX	P-SR	P-JY	P-JR
D	1EX	1SR	1JY	1JR

Evaluation Sample (continued)

A	229.25 (Management)			
B	403.54 (Technical – Category 1)			
C	171.54 (P-EX)	110.51 (P-SR)	155.26 (P-JY)	115.89 (P-JR)
D (Totals)	804.33 (ASV)	743.30 (non-ASV)	788.05 (ASV)	748.68 (non-ASV)

Questions?

- Please Ask.
- <u>Note</u>: *Verbal answers to additional Vendor questions at this conference will be unofficial. Vendors should rely only on written statements issued by the RFQQ Coordinator. For non-administrative questions, Vendors must submit these in writing per Subsection **<u>3.3</u>**, reference Second Round.*

The Path Ahead

- 3/4   Second Round Vendor Questions & Comments Due*
- 3/7   Vendor Complaints Due*
- 3/15   DIS Response to Second Round Questions & Complaints
- 3/15   DIS's written response to Vendor Complaints issued
- **3/22   Vendor Responses Due***
- 5/10   Announcement of ASVs
- 5/13   Vendor Debriefing Requests Due*
- 5/13 – 5/25 Vendor Debriefings held
- 6/7   Distribute Master Contracts to ASVs
- 7/1   Master Contracts effective and made available for purchases

* Due by 12:00 PM, Noon local time, Olympia, WA

Thank you!

- For attending and for your interest in conducting business with the State of Washington.

- RFQQ Contact Information
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